

## Exhibitors - ACET 2020 FALL CONFERENCE

### FREQUENTLY ASKED QUESTIONS

**Q 1: What are the dates for the ACET 2020 Fall Conference?**

**A 1:** The *ACET 2020 Fall Conference* will be held October 27-29, 2020.

**Q 2: Where will the ACET 2020 Fall Conference be held?**

**A 2:** The *ACET 2020 Fall Conference* will be a virtual conference with presentations accessible only to prepaid registrants.

**Q 3: How will Exhibitors fit into the Virtual format?**

**A 3:** We will have a "Vendor Hall" in our virtual set up. Vendors can submit a presentation for placement to place into the Vendor Hall area.

**Q 4: Does the Vendor presentation have to be submitted in a specific format?**

**A 4:** The presentations can be in one of several formats:

- \* PDF
- \* Video (10-15 max)
- \* Link to company's **YouTube** account for specific clip you may have. (This does not take up space on our site so length of the presentation is up to Vendor.)

**Q 5: What other activities will be available to Exhibitors?**

**A 5:** We will have Virtual Bingo with door prizes for members who visit vendors and complete their Bingo Card. (Like we did in on-site conference.) As in previous years, we will be asking vendors if they would like to donate a prize for our various drawings.

**Q 6: How can Exhibitors have contact with conference participants during the conference?**

**A 6:** There will be a format in Vendor Hall for members to "chat" with vendors. We are working on a plan for scheduled times for visiting vendors (like we did on site conferences) or the possibility of open availability throughout the conference schedule for participants to visit vendors.

**Q 7: What are the "Sponsor Levels" and the advantage of them?**

**A 7:** Our "Sponsor Levels" are:

1. **Diamond** (\$5,000) – Includes:
  - \* Ad on [acetx.org](http://acetx.org) Website throughout the year with link to your website,
  - \* Spotlight at one of the General Sessions
  - \* Acknowledged as a sponsor for one of the keynote speakers
  - \* Presentation session if you wish to highlight success of school using your product, not a "sales pitch"

\* List of Conference Participants who give us permission to release their information.

2. **Platinum** (\$2,000) – Includes:

- \* Recognition on acetx.org Website throughout the year
- \* Spotlight at one of the General Sessions
- \* Presentation session if you wish to highlight success of school using your product, not a “sales pitch”
- \* List of Conference Participants who give us permission to release their information.

3. **Gold** (\$1,500) – Includes Recognition on acetx.org Website from fall to spring conference

4. **Silver** (\$1,000) – Includes Recognition on acetx.org Website until January 1, 2021

5. **Bronze** (\$500) – Includes Recognition on acetx.org Website during conference

**Q 8: What are some other advantages of being an Exhibitor?**

- A 8:
1. Acknowledgement of all vendors will be done throughout the conference.
  2. Recognition in door prize give-a-ways when donating a door prize.
  2. Opportunity to purchase a List of Conference Participants who give us permission to release their information.

**Q 9: How will registrants gain access to the conference presentations?**

- A 9: When a person registers and provides payment they will be sent a secure user password which they will use for the Fall conference. The “paid” registration allows the individual to access any of the virtual sessions during the Fall conference and any documents ACET will post on the **acetx.org** website throughout the year until ACET 2021 Spring Conference. This secure password will also allow the paid registrant to access any available recorded presentation that they were unable to attend “live”.

**Q 10: What is the price of the ACET 2020 Fall Virtual Conference for Exhibitors?**

- A 10: The Exhibitor registration fee for the ACET 2020 Fall Conference is \$400.00 which includes one registered user to view the conference presentations.

**Q 11: What methods of payment will be accepted by ACET for conference payment?**

- A 11: For this conference there will be three ways to prepay for the conference;

1. **Credit cards**

**Notice: address on credit card must MATCH address used for registration. (ie.: if using a company credit card, address in registration must be the company address on credit card; if using a personal credit card, the address used in registration must be the same as on personal credit card.)**

2. **EFT** (Electronic Fund Transfer: Contact Shirley Coleman [shirleycoleman@acetx.org](mailto:shirleycoleman@acetx.org) for routing directions) **Transfer must be received before October 27, 2020.**

3. **Check\*\* payable to ACET and submit to:**

**ACET  
PO Box 220  
Floresville, Texas 78114**

**\*\* Personal/Organization checks must be mailed before [October 13, 2020](#) to assure payment reaches ACET office before conference.**

**Q 12: Can one access the sessions if they have not paid before the conference begins?**

**A 12:** No. Payment provides the registrant with an active password for access to view sessions.

**Q 13: Can a registrant cancel their registration after registering for the conference?**

**A 13:** Yes, however a written cancellation must be sent to [admin@acetx.org](mailto:admin@acetx.org) or [shirleycoleman@acetx.org](mailto:shirleycoleman@acetx.org) and be requested by the designated time period listed below in order for any allowable refund:

\* To receive a **Full return of payment** a written request must be received **on or before September 21, 2020;**

\* To receive a **Half payment return** a written request must be received between **September 22, 2020 through October 11, 2020**

\* **After October 11, 2020 - NO cancellation (or partial refund) will be granted.**

**Q 14: Will there be a notice sent to Exhibitor whose payment has not reached the ACET Office in a timely manner?**

**A 14:** Vendors whose payments which have not been received by Friday, October 9, 2020, will receive a balance due email reminder sent to the **Contact Person who registered the company.**

**Q 15: How is this conference payment situation different from previous conferences?**

**A 15:** Since this is a virtual conference we will not have an "on site" opportunity to finalize payments; therefore, we have moved to accepting credit cards and honoring EFT payments which can be made up to two days before the conference. Check payments must be mailed early enough to reach ACET Office by **October 25, 2020.**

**Q 16: Who may I contact if I have questions about registration?**

**A 16:** If you have any questions concerning your registration or the conference, please contact: Eileen Lytle, ACET Administrative Assistant at 254-292-2757 or by email at **admin@acetx.org**

ACET is looking forward to having you join us for the October Conference.

Sincerely,  
Shirley Coleman  
ACET Executive Director  
**shirleycoleman@acetx.org**